



VILLAGE OF WELLINGTON POLICY

Subject: Anti-Harassment Policy

Revision Date: 9/24/13

I. POLICY STATEMENT

The law and the Village do not, and will not, tolerate any type of unlawful harassment of employees, by employees, by customers, or by vendors. Likewise, the Village will not tolerate unlawful harassment of an employee, customer or vendor by any employee of the Village.

II. DEFINITION OF HARASSMENT

The term "harassment" includes, but is not limited to, slurs, jokes, epithets, and other verbal, graphic, or physical conduct relating to race, color, creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, disability, age, marital status, familial status, veteran's status, or any other characteristic protected under federal, state, or local law. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and any other verbal, graphic, physical conduct, or electronic communications (e.g., e-mail) of a sexual nature involving either members of the opposite or the same sex.

III. RESPONSIBILITY

Supervisors and Managers are expected to monitor the work environment to ensure that the workplace remains harassment-free. If employees, visitors, or vendors are observed engaging in conduct that may be considered unlawful harassment, supervisors and managers must immediately address the situation to stop the conduct and prevent a recurrence, whether or not they have direct supervisory responsibility over the party(s) involved.

Supervisors and managers are responsible for enforcing this policy and ensuring that the workplace remains harassment-free.

IV. POLICY

Employees who engage in or tolerate unlawful harassment are subject to disciplinary action, up to and including termination. Behavior that violates this policy but that does not rise to an "unlawful" level may also subject the employee to disciplinary action up to, and including, termination. Further, no supervisor or other member of management has the authority to suggest to any employee or applicant that the individual's employment, continued employment, or future advancement shall be affected in any way by the individual's entering into, or refusing to enter into, any form of personal relationship with the supervisor or member of management. Such conduct is a direct violation of this policy.

Employees who want to report what they believe is unlawful harassment must immediately report the matter to their supervisor. If an employee believes that a supervisor or member of management has acted inconsistently with this policy, or is not comfortable bringing a

complaint regarding unlawful harassment to an immediate supervisor, or if it is believed that the complaint concerning a coworker has not been handled satisfactorily, the employee must immediately contact the Department Director, the Human Resources Director, or the Village Manager.

V. INVESTIGATING HARASSMENT COMPLAINTS

Complaints of harassment shall be investigated promptly, and the results of the investigation shall be reported to appropriate parties on a need-to-know basis. Investigation of a harassment complaint shall be conducted by the Human Resources Director or his/her designee and may include, but is not limited to: interviewing the complaining and accused parties as well as other employees and/or customers to obtain sufficient information upon which to make an assessment of the situation. While the Village shall make every effort to be sensitive to privacy issues, in the course of an investigation, the Village shall discuss relevant information with appropriate parties on a need-to-know-basis. Supervisors and managers are expected to maintain confidentiality on such information.